

# JOB DESCRIPTION

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**Date Updated**

02/10/2015

**Department**

Sheriff's Office

**Position Title**

Jailer/Dispatcher/Emergency Medical Dispatch

**Supervisor**

Sheriff

**EEO**

7720

**Regular** (X)

**Temporary** ( )

**Full-time** (X)

**Part-time** ( )

**Exempt** ( )

**Non-exempt** (X)

**Number of hours per week**

As assigned on 28 day schedule

**Work hours**

Maximum of 160 hours per  
28 day work schedule

**Shift**

As required

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**Purpose**

Dispatch and maintain radio contact with field personnel; record radio transmissions and phone calls; receive phone complaints; meet and assist persons coming to the Sheriff's Office for assistance; assist with office duties as assigned; effectively dispatch required emergency personnel; render emergency medical aid and instructions by telephone and information to dispatched emergency personnel; performs duties relating to and assisting booking incoming prisoners and processing outgoing inmates; provide safe, sanitary environment for persons detained.

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**Essential Functions**

1. Record by hour and minute all transmissions and receptions on the radio log; maintain an accurate and current telephone log, listing those calls requiring record by hour and minute with pertinent data.
  2. Receive all telephone complaints.
  3. Obtain all possible data and complete offense reports.
  4. Meet and assist those persons coming into the Sheriff's Office for assistance.
  5. Assist with office duties as assigned, providing such duties do not interfere with dispatch duties.
  6. Effectively dispatch required emergency vehicles in the event of an emergency and to immediately notify the Sheriff and other supervisor in situations requiring such notification.
  7. Provide emergency medical dispatch services for emergency personnel and render emergency medical aid and instructions by telephone.
  8. Book and supervise prisoners, conduct body searches of prisoners, escort prisoners to cells.
  9. Issue jail material, monitor visitors, supervise medications, conduct cell checks, monitor by sight and sound all inmate/prisoner/officer contacts and assist officers if needed.
  10. Distribute prisoner meals, conduct periodic cell checks on inmates.
  11. Work with other agencies determining inmate status, bonds, court dates, transportation and releases, courtroom security, and perform a wide variety of related duties.
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**Marginal Functions**

While some of the essential functions may be done rarely or infrequently by some officers, the nature of the work and the work environment requires that all officers be able, when called upon, to perform any of the essential functions at any time.

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**Knowledge, Skills, and Abilities Required**

1. Knowledge of the fundamentals of human nature and behavior and the written and spoken English Language are essential.
2. Basic skills in writing, reading, speaking and listening to the English Language and effectively communicating with others both orally and in writing, particularly under pressure, in emergencies and under stress; skills in effectively dealing with others particularly in tense and potentially threatening situations.
3. The ability to understand and follow policies and procedures; particularly under stress and in emergencies and the ability to effectively function in emergencies and under stress.
4. The ability to physically restrain another person if necessary.
5. The ability to learn and effectively perform new tasks and skill.

6. The ability to work effectively and cordially with other staff members, inmates and prisoners, other agencies and the public.
7. Must be proficient with all software used in dispatch and corrections facility.

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**Education and Experience Required**

1. A high school diploma or equivalent is required for this position requiring interaction with or service to the public or an equivalent combination of education and experience.
2. Must successfully complete State Correctional Officer Training, an on the job training program and probationary work period and undergo a background check.

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**Working Conditions and Physical Demands**

Work is usually performed at the Sheriff's Office/County Jail. Frequently required to stand, sit, walk, and climb. May also be required to run short distances, bend, kneel, lift objects of moderately heavy weight, climb ladders and stairs, stretch and reach, be on their feet for long periods of time and physically restrain prisoners. Work is performed as scheduled, day or night, weekends or holidays. Jailer/Dispatcher/Emergency Medical Dispatcher will deal with all manner of people including contagious diseases and loss of control of bodily functions. They will be subjected to rude, vulgar and obscene language, gestures and behavior. They may be required to perform body searches of prisoners, including unclothed searches.

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**Other Assignments**

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

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I have reviewed and determined that this job description accurately reflects the position.

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Supervisor/Department Head

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Date

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Chairperson,  
Board of County Commissioners

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Date

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Employee

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Date